

EXECUTIVE OFFICE OF THE PRESIDENT

BUREAU OF THE BUDGET

WASHINGTON, D.C. 20503

October 5, 1966

CIRCULAR NO. A-79

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Report of accomplishments in the management of automatic data processing (ADP)

1. Purpose. This Circular establishes a requirement for a semiannual report on agency accomplishments in the management of automatic data processing.
2. Background. In his memorandum for the heads of executive departments and agencies dated June 28, 1966, the President directed the head of every Federal agency to explore and apply all possible means for
  - (a) using the electronic computer imaginatively to provide better service to the public, improve agency performance and reduce costs, and
  - (b) managing electronic computer activities at the lowest possible cost.The President also directed the Director of the Bureau of the Budget to report to him on December 31, 1966, and each six months thereafter, on the progress that the Federal Government is making in these respects. The reports furnished by the agencies in accordance with this Circular will form the basis for the report to the President.
3. Report coverage.
  - a. Agency reports will cover accomplishments related to the use and management of both commercially-available computers and computers built to special specification, excluding those that are used in a weapons system. Smaller agencies which rely on others for the provision of computer capability will include such uses in their reports as appropriate.
  - b. Agency reports will include Government contractors who operate computers in the performance of work under cost reimbursement contracts and subcontracts when (1) the equipment was acquired by the contractor to perform his contractual obligations, or (2) the equipment is furnished to the contractor by the Government, or (3) the equipment is installed in Government-owned, contractor-operated facilities.
4. Report guidelines and format.
  - a. Each agency will prepare a summary-type report which describes, in concise fashion, the significant accomplishments within the agency. Guidelines and the format to be used for reporting are provided in Attachment A. Included in the guidelines is a specific provision for reporting on actions taken by agencies in accordance with recommendations

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*Elaborate Report*  
→ contained in the Report to the President on the Management of Automatic Data Processing in the Federal Government, approved March 2, 1965.

b. Certain of the accomplishments that come within the scope of this Circular may also be identified in reports made to the Bureau of the Budget in accordance with Circular A-44 on Cost Reduction and Management Improvement in Government Operations. Nevertheless, any such accomplishments will be reported and described in accordance with the guidelines provided in Attachment A of this Circular.

5. Reporting dates and periods to be covered. The initial report will be submitted no later than November 25, 1966, and will cover accomplishments during the period March 1965 through October 1966. The second report will be submitted on September 1, 1967, to cover the period November 1966 through June 1967. Thereafter, reports will be due on March 1 to cover the first half of the current fiscal year, and on September 1 to cover the last half. All reports will be submitted in duplicate to the Bureau of the Budget, Attention: Office of Management and Organization, ADP Management Branch.

CHARLES L. SCHULTZE  
Director

Attachment

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